

**DEMOBILIZATION PLAN**  
**for**  
**INCIDENT PERSONNEL**

HURRICANE HARVEY  
2017

**GENERAL INFORMATION**

All EPA employees must demobilize from the incident at the end of their rotation. Since there is no central Incident Command Post check-in and check-out will take place at the assigned duty station presently there are five (5) locations: REOC – Dallas; Alpha Branch – Corpus Christi; Bravo Branch – Houston; Charlie Branch – Beaumont/Port Arthur; JFO – Austin.

Mobilized EPA personnel were responsible for bringing their own gear, equipment and supplies to the incident. For this reason, no gear, equipment or supplies were checked out to incoming personnel.

Lodging is provided at different venues at all five locations. EPA personnel working at the REOC in Dallas and those working at the JFO in Austin made their own hotel reservations. Employees working at Bravo Branch in Houston are provided hotel rooms by the Logistics Section. These rooms are paid for by each individual on their travel. Finally, those working at Alpha Branch (Corpus Christi) and Charlie Branch (Beaumont/Port Arthur) are housed in trailers assigned upon arrival in the field.

**NO ONE** was to have used their purchase card for any reason during their rotation at the incident. Any purchases made will not be paid with Mission Assignment (MA) funds. Please advise the Regional Emergency Operations Center (REOC) Finance at [R6HarveyFSC@epa.gov](mailto:R6HarveyFSC@epa.gov) if you made any purchase(s) on an EPA purchase – not a Travel Card.

**DEMOBILIZATION PROCESS**

**Everyone leaving (Demobing) the incident, regardless of where you are located, must:**

At least 24 hrs prior to your demob date (last work day) submit an email (subject line: “Demob – YOUR LAST NAME” to either the Operations or Planning Section Chief with a copy to [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov) in the email provide:

- Your name, demob date and lodging information (hotel or trailer number) and
- Answer the following:

Yes	No	N/A	<b>Copy this table and paste into your email</b>
			I have EPA R6 equipment issued specifically for use during the incident.
			I have turned-in all equipment was provided by R6 to my immediate field supervisor (if yes provide a list)
			I generated hardcopy paperwork during my rotation
			All hardcopy paperwork has been turned into my immediate field supervisor
			I generated electronic files during my rotation
			All electronic files have been sent to <a href="mailto:R6HarveyDOCL@epa.gov">R6HarveyDOCL@epa.gov</a>
			I <b>will</b> complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to <a href="mailto:R6HarveyFSC@epa.gov">R6HarveyFSC@epa.gov</a>
			My People Plus and timesheets are properly updated to reflect all time charged to the MA for regular and overtime.

**NOTE:** Once you arrive back home notify the Logistics Section by either calling 214- 665-9701 or by email to [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov)